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DD/S 70-0163

15 JAN 1970

MEMORANDUM FOR: Acting Chief, Support Services Staff

SUBJECT : Records Storage--Microfilm Program

1. I am sending you a Diary Note of my briefing of the Executive Committee on 9 January on the Records Management Program.

2. I ask that you take up with the Records Management Board the results of the Logistics survey of microfilm systems currently employed in the Agency. I ask that the Records Management Board study this problem with a view to developing a system for the microfilming of Agency records to be stored at the Records Center. The system should have uniformity for all Directorates and contributing offices and should utilize common equipment for efficiency and other purposes both in all elements of Headquarters including the processing by PSD [] Of importance, of course, would be the development of an indexing and retrieval system which should be uniform in its approach for cross use and servicing between the records of the various components of the Agency. This will be important in the archival and historical records programs. Cost estimates should be developed as to immediate and long-range costing.

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3. The Board should clearly approach this on a centralized basis and developing a common system. If this cannot be done we must necessarily then obtain the senior level decision establishing such a system. It would be much better, however, that it be on a contributory and voluntary basis.

4. I do not know the extent of expertise on microfilm applications in the Agency. These should be utilized to the greatest degree possible but you should be prepared to call on outside consultant specialists as necessary. As the time-available factor of Agency personnel in this field is limited we should utilize outside resources. Time is of the essence and I urge that this project be given all speed.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

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